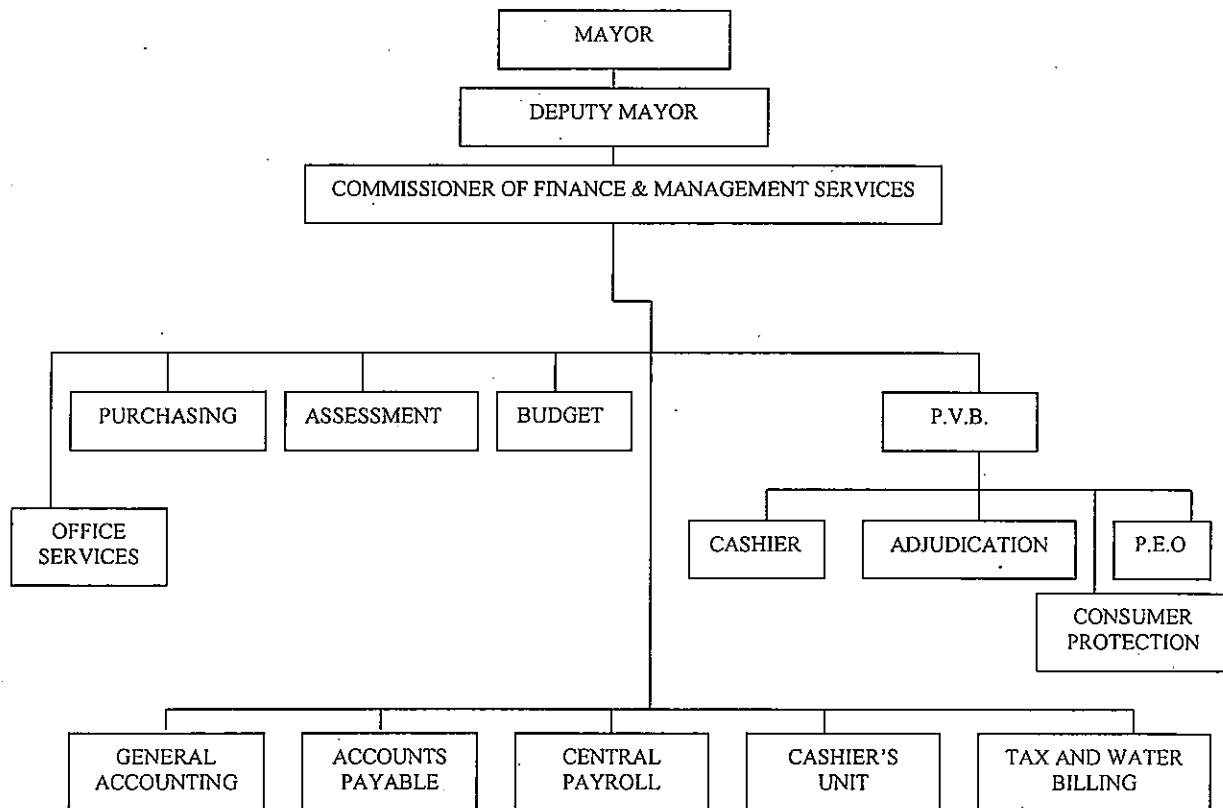


## FINANCE & MANAGEMENT SERVICES

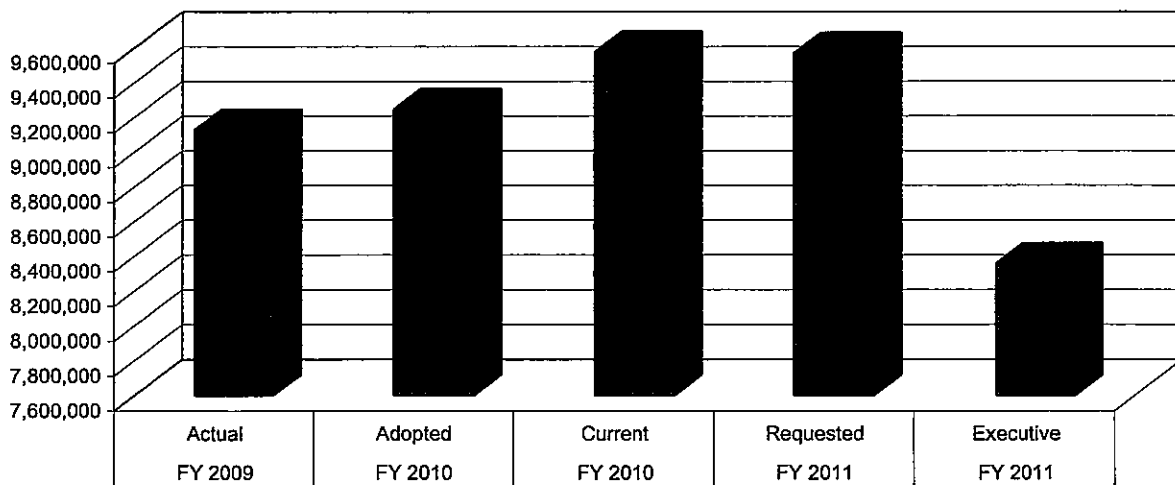
### Organizational Chart



Organization	#	FY 2009 Actual	FY 2010 Adopted	FY 2010 Current	FY 2011 Requested	FY 2011 Executive
Comptroller	1325	1,812,498	1,797,105	1,797,105	1,853,158	1,603,414
OMB	1340	193,132	192,773	194,853	192,360	192,502
Purchasing	1345	596,184	596,103	597,187	617,947	532,020
Office Services	1681	1,784,591	1,926,163	2,072,274	1,980,821	1,805,295
PVB	1350	2,863,765	2,795,882	2,971,205	2,922,965	2,989,565
Bureau of Enforcement	1351	580,424	584,714	585,742	610,862	0
Consumer Protection	6610	314,983	383,157	387,097	390,591	309,505
Assessment	1355	981,096	969,965	970,782	999,900	925,005
<b>TOTAL:</b>		<b>9,126,673</b>	<b>9,245,862</b>	<b>9,576,245</b>	<b>9,563,604</b>	<b>8,857,906</b>

## FINANCE & MANAGEMENT SERVICES

### DEPARTMENT SUMMARY COMPARISON



*The City of Yonkers*  
*Finance and Management Services*

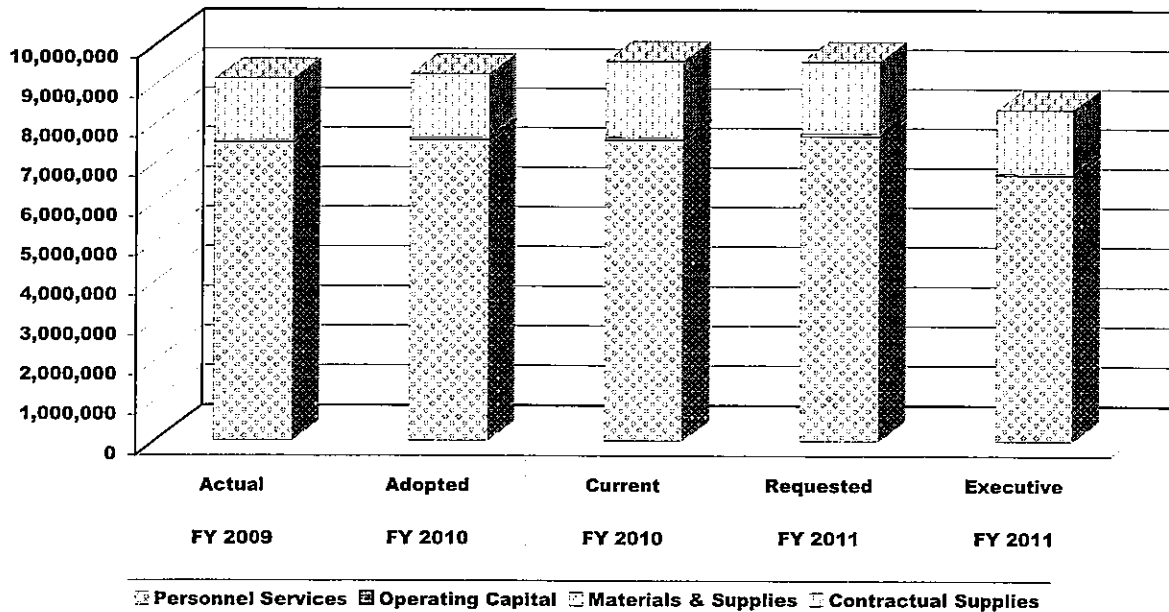
Agency: 010  
Account Summary

#	Account	FY 2009 Actual	FY 2010 Adopted	FY 2010 Current	FY 2011 Requested	FY 2011 Executive
101	Salaries	7,173,135	7,338,656	7,338,656	7,402,696	6,557,972
103	Temporary Services	186,157	126,500	126,500	191,500	102,180
125	Contractual Benefits	15,719	17,200	17,200	17,200	13,600
150	Termination Pay	8,911	0	0	0	0
183	Night Differential	20,851	17,500	17,500	17,500	16,000
184	Inc-Sick Leave Reduction	8,974	5,250	5,250	5,250	4,000
198	Wages O.T.	112,105	82,424	82,424	61,000	28,112
<b>Total:</b>		<b>7,525,852</b>	<b>7,587,530</b>	<b>7,587,530</b>	<b>7,695,146</b>	<b>6,721,864</b>
210	Furniture/Furnishings	0	0	0	0	0
220	Office Equipment	0	0	0	0	0
230	Motor Vehicles	0	0	0	0	0
250	Other Equipment	0	0	0	0	0
<b>Total:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
301	Office Supplies	34,777	35,463	38,220	41,252	31,955
307	Automobile Supplies	1,712	786	786	786	786
308	Wearing Apparel	148	1,100	1,100	1,100	800
312	Hardware	299	250	250	250	250
313	Miscellaneous Supplies	300	300	300	300	300
318	Photographic Supplies	220	120	120	520	120
319	Badges/Insignias	0	0	0	0	0
380	Audio-Visual Supplies	0	0	0	0	0
383	Data Process Supplies	6,691	3,100	3,100	3,500	2,742
390	Program Supplies	2,047	5,000	9,913	7,500	2,047
397	Contingent	0	0	0	0	0
<b>Total:</b>		<b>46,194</b>	<b>46,119</b>	<b>53,789</b>	<b>55,208</b>	<b>39,000</b>
402	Telephone	876,029	961,200	1,057,700	966,200	876,029
403	Printing	22,911	26,395	28,475	28,125	21,252
405	Postage	129,468	140,270	140,270	153,450	124,921
407	Maintenance & Repair	1,403	0	0	0	1,345
408	Rental Office Equipment	15,861	20,000	22,381	20,000	15,861
410	Mileage Allowance	0	0	0	0	0
413	Professional Fees	366,538	295,294	475,585	433,000	415,898
416	Advertising	7,570	5,116	5,116	6,700	7,570

# Account	FY 2009 Actual	FY 2010 Adopted	FY 2010 Current	FY 2011 Requested	FY 2011 Executive
419 Miscellaneous Expense	1,180	2,200	2,200	3,200	1,141
420 Communication Repairs	329	1,000	1,000	1,000	329
423 Meal Allowance	69	500	500	500	69
424 Maintenance Office Equipment	14,093	16,904	16,973	17,400	14,093
425 Subscriptions & Publications	2,378	2,629	2,629	3,800	1,778
436 Tuition/Bd/Travel	2,444	3,000	3,000	6,500	2,444
440 Photocopy Expense	131,708	112,000	150,993	151,000	100,700
441 Mobile Communications	(21,366)	18,000	20,399	18,000	9,000
442 Rental of Comm. Equipment	1,575	5,000	5,000	5,000	1,575
497 Contingent	0	0	0	0	0
499 Dues	2,437	2,705	2,705	4,375	2,437
<b>Total:</b>	<b>1,554,627</b>	<b>1,612,213</b>	<b>1,934,926</b>	<b>1,818,250</b>	<b>1,596,442</b>
<b>ORGANIZATION TOTAL:</b>	<b>9,126,673</b>	<b>9,245,862</b>	<b>9,576,245</b>	<b>9,568,604</b>	<b>8,357,306</b>

## FINANCE & MANAGEMENT SERVICES

### ACCOUNT SUMMARY COMPARISON



*DEPARTMENT: COMPTROLLER  
ORGANIZATION: 1325*

*AGENCY: FINANCE  
FISCAL YR: 2011*

### NARRATIVE DESCRIPTION

This division manages and directs the accounting and financial operations for the entire City. Major responsibilities include general accounting records and reports, accounts payable, payroll, tax billing, treasury and cash collections. The unit produces the City's Comprehensive Annual Financial Report and a variety of other financial management reports. The department also handles financial duties relating to grants funds and is the interface between other City-funded organizations such as the Board of Education and the Public Library. Other responsibilities are City investments program and preparation of the City's official statement for bond sales.

DEPARTMENT: COMPTROLLER  
 AGENCY: 010  
 ORGANIZATION NO.: 1325

CITY FUNDED POSITIONS

POSITION	GRADE	BARGAINING UNIT	FY 2009 ADOPTED	FY 2010 ADOPTED	FY 2010 CURRENT	FY 2011 REQUEST	FY 2011 EXECUTIVE
COMMISSIONER OF FINANCE & MANAGEMENT SVCS	14	A	1	1	1	1	1
DEPUTY COMMISSIONER OF FINANCE & MANAGEMENT SVCS	12	A	0	0	0	0	0
PROGRAM ADMINISTRATOR CAPITAL IMPROVEMENTS	11	A	1	1	1	1	0
PAYROLL ADMINISTRATOR	13	D	1	1	1	1	1
ASSIST. PAYROLL ADMINISTRATOR	5	D	1	1	1	1	1
ASSISTANT TO COMMISSIONER	7	D	1	1	1	1	1
CHIEF ACCOUNTANT	4	C	1	1	1	1	1
SENIOR ACCOUNTANT	10	B	1	0	0	0	0
HEAD CASHIER	10	B	1	1	1	1	1
SR TAX RECORDS SUPERVISOR	12	B	1	1	1	1	1
TAX RECORDS SUPERVISOR	10	B	1	1	1	1	1
SR SUPERVISOR OF ACCTS PAYABLE	12	B	1	1	1	1	1
ACCOUNTING ANALYST	8	B	1	0	0	0	0
ACCOUNT CLERK III	8	B	0	2	2	2	2
ACCOUNT CLERK II	6	B	4	3	3	3	1
ACCOUNT CLERK I	5	B	2	1	1	1	1
CASHIER	7	B	1	2	2	2	2
CLERK II	7	B	2	0	0	0	0
CLERK III	10	B	0	1	1	1	1
COMPUTER OPERATOR	7	B	1	0	0	0	0
ACCOUNTANT III	10	B	1	1	1	1	1
ACCOUNTANT	9	B	0	1	1	1	1
CONSTITUENT SERV. REP. SP. SPKG	10	B	1	1	1	1	1
ASSESSMENT CLERK		B	0	1	1	1	1
TOTAL			24	23	23	23	20

TOTAL PERSONNEL IN BARGAINING UNITS	
A = NON UNION	1
B = SEIU	15
C = AFSCME	1
D = LOCAL 456	3
E = PBA	
F = LOCAL 628	
G = CLS	
H = UFOA	

Department: Comptroller  
Agency: 010  
Organization #: 1325

The City of Yonkers  
Finance & Management

#	Account	FY 2009 Actual	FY 2010 Adopted	FY 2010 Current	FY 2011 Requested	FY 2011 Executive
101	Salaries	1,640,424	1,620,581	1,620,581	1,643,058	1,424,617
103	Temp Svcs.	44,389	30,000	30,000	30,000	30,000
183	Night Differential	0	0	0	0	0
198	Wages O.T.	41,064	41,424	41,424	20,000	7,874
<b>Total:</b>		<b>1,725,877</b>	<b>1,692,005</b>	<b>1,692,005</b>	<b>1,693,058</b>	<b>1,462,491</b>
220	Office Equip.	0	0	0	0	0
<b>Total:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
301	Office Supplies	5,282	7,000	7,000	7,000	5,282
383	Data Process Suppl.	0	1,000	1,000	1,000	0
397	Contingent	0	0	0	0	0
<b>Total:</b>		<b>5,282</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>	<b>5,282</b>
402	Telephone	754	1,200	1,200	1,200	754
403	Printing	0	0	0	0	0
405	Postage	67,354	81,000	81,000	81,000	67,354
407	Maint. & Repair	0	0	0	0	0
408	Equip. Rental	967	1,000	1,000	1,000	967
413	Prof. Fees	10,098	10,000	10,000	65,000	65,000
416	Advertising	0	200	200	200	0
419	Misc. Expense	305	700	700	700	305
423	Meal Allowance	0	0	0	0	0
424	Maint. Off. Equip.	0	0	0	0	0
425	Subscr./Publ.	1,100	1,000	1,000	1,000	500
436	Tuition/Bd/Travel	446	1,000	1,000	1,000	446
440	Photocopy	0	0	0	0	0
497	Contingent	0	0	0	0	0
499	Dues	315	1,000	1,000	1,000	315
<b>Total:</b>		<b>81,339</b>	<b>97,100</b>	<b>97,100</b>	<b>152,100</b>	<b>135,641</b>
<b>ORGANIZATION TOTAL:</b>		<b>1,812,498</b>	<b>1,797,105</b>	<b>1,797,105</b>	<b>1,853,158</b>	<b>1,603,132</b>

**DEPARTMENT:**     *MANAGEMENT & BUDGET*  
**ORGANIZATION:**   *1340*

**AGENCY:** *FINANCE*  
**FISCAL YR:**   *2011*

### **NARRATIVE DESCRIPTION**

The Bureau of Management and Budget has the responsibility to provide professional advice on the management of departmental budgets. The major objectives of B.M.B. are as follows:

Preparation and development of the City Budget and its subsequent submission to the Mayor and the City Council.

Implementation and monitoring of City Budget through periodic review of revenues and appropriations.

Monitoring of revenue sources/receipts and departmental expense accounts.



**DEPARTMENT:** MANAGEMENT & BUDGET  
**AGENCY:** 010  
**ORGANIZATION NO.:** 1340

CITY FUNDED POSITIONS

POSITION	GRADE	BARGAINING UNIT	FY 2009 ADOPTED	FY 2010 ADOPTED	FY 2010 CURRENT	FY 2011 REQUEST	FY 2011 EXECUTIVE
BUDGET DIRECTOR	13	A	1	1	1	1	1
BUDGET ANALYST	6	A	0	0	0	0	0
SECRETARY TO COMMISSIONER	3	D	1	1	1	1	1
TOTAL			2	2	2	2	2

TOTAL PERSONNEL IN BARGAINING UNITS	
A = NON UNION	1
B = SEIU	
C = AFSCME	
D = LOCAL 456	1
E = PBA	
F = LOCAL 628	
G = CLS	
H = UFOA	

**Department:** Management & Budget  
**Agency:** 010  
**Organization #:** 1340

The City of Yonkers  
 Finance & Management

#	Account	FY 2009 Actual	FY 2010 Adopted	FY 2010 Current	FY 2011 Requested	FY 2011 Executive
101	Salaries	176,190	175,560	175,560	175,560	175,560
103	Temp Svcs.	0	0	0	0	0
150	Termination Pay	0	0	0	0	0
198	Wages O.T.	0	0	0	0	0
<b>Total:</b>		<b>176,190</b>	<b>175,560</b>	<b>175,560</b>	<b>175,560</b>	<b>175,560</b>
210	Furniture/Furnishings	0	0	0	0	0
<b>Total:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
301	Office Supplies	2,902	4,000	4,000	4,000	2,902
313	Miscellaneous Supplies	0	0	0	0	0
383	Data Process Suppl.	642	0	0	0	642
397	Contingent	0	0	0	0	0
<b>Total:</b>		<b>3,544</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>3,544</b>
403	Printing	11,390	10,470	12,550	10,000	11,390
405	Postage	8	1,620	1,620	0	8
407	Maint. & Repair	0	0	0	0	0
408	Rental of Equipment	0	0	0	0	0
413	Prof. Fees	2,000	794	794	2,500	2,000
419	Miscellaneous Expense	0	0	0	0	0
425	Subscr. & Publ.	0	329	329	300	0
436	Tuition/Bd/Travel	0	0	0	0	0
440	Photocopy Expense	0	0	0	0	0
497	Contingent	0	0	0	0	0
499	Dues	0	0	0	0	0
<b>Total:</b>		<b>13,398</b>	<b>13,213</b>	<b>15,293</b>	<b>12,800</b>	<b>13,398</b>
<b>ORGANIZATION TOTAL:</b>		<b>193,132</b>	<b>192,773</b>	<b>194,833</b>	<b>192,360</b>	<b>192,502</b>

*DEPARTMENT: PURCHASING*  
*ORGANIZATION: 1345*

*AGENCY: FINANCE*  
*FISCAL YR: 2011*

### NARRATIVE DESCRIPTION

The objective of the Purchasing Department is to add value to the process of acquiring goods and services. This objective is accomplished by adhering to sound Purchasing practices, which include:

- Purchasing the right goods and services at the right quality, in the right quantity, from the right source, at the right price, and having them delivered/performed at the right time and place;
- Minimizing the cost of the purchasing process through efficient operations and procedures.
- Achieving lower prices by acquiring goods and services through a competitive solicitation process;
- Developing and maintaining reliable sources of supply to promote competitive pricing and performance;
- Developing and maintaining sound relationships with City departments to maximize their support and cooperation;
- Developing formal purchasing policies and procedures to ensure that taxpayer dollars are spent wisely and to ensure that all purchasing actions are conducted fairly and impartially, and in accordance with all applicable City, State, and Federal laws, rules, regulations and guidelines;
- Promoting the ongoing development and training of Purchasing personnel to maximize competency.

Daily purchasing activities that are performed by the staff include the following:

- Reviewing Purchase Requisition/Scope of Work/Specifications for completeness and accuracy;
- Determining the right method to acquire the required goods or services, taking into consideration applicable laws, estimated cost, and urgency;
- Drafting contract terms and conditions that protect the City's interests;
- Conducting formal Sealed Bidding and Request for Proposals;
- Sourcing prospective bidder/proposers;
- Analyzing bids, proposals, price quotes to determine the lowest responsive and responsible vendor;
- Performing Cost/Price analysis to determine that the price is fair and reasonable.
- Issuing formal and legally binding Contract/Purchase Order document.
- Performing Contract Administration when necessary to ensure that goods or services are delivered/performed on time and in the manner prescribed by the Contract/Purchase Order, up to and including payment and Contract/Purchase Order closeout.

**DEPARTMENT:** PURCHASING  
**AGENCY:** 010  
**ORGANIZATION NO.:** 1345

CITY FUNDED POSITIONS

POSITION	GRADE	BARGAINING UNIT	FY 2009 ADOPTED	FY 2010 ADOPTED	FY 2010 CURRENT	FY 2011 REQUEST	FY 2011 EXECUTIVE
DIRECTOR OF PURCHASING	10	A	1	1	1	1	1
PRINCIPAL BUYER	3	A	3	4	4	4	3
SPECIAL PROJECTS COORDINATOR	5	A	1	0	0	0	0
BUYER	8	B	0	1	1	1	1
DATA ENTRY CLERK II	6	B	0	1	1	1	1
CLERK II	6	B	2	0	0	0	0
CLERK IV	11	B	1	1	1	1	1
CLERK I - BI-LINGUAL	3	B	0	0	0	0	0
TOTAL			8	8	8	8	7

TOTAL PERSONNEL IN BARGAINING UNITS	
A = NON UNION	4
B = SEIU	3
C = AFSCME	
D = LOCAL 456	
E = PBA	
F = LOCAL 628	
G = CLS	
H = UFOA	

**Department:** Purchasing  
**Agency:** 010  
**Organization #:** 1345

The City of Yonkers  
 Finance & Management

#	Account	FY 2009 Actual	FY 2010 Adopted	FY 2010 Current	FY 2011 Requested	FY 2011 Executive
101	Salaries	579,764	582,803	582,803	585,295	515,600
103	Temp Svcs.	0	0	0	0	0
198	Wages O.T.	0	0	0	0	0
<b>Total:</b>		<b>579,764</b>	<b>582,803</b>	<b>582,803</b>	<b>585,295</b>	<b>515,600</b>
210	Furniture/Furnishings	0	0	0	0	0
220	Office Equipment	0	0	0	0	0
<b>Total:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
301	Office Supplies	3,640	3,500	4,584	6,852	3,640
397	Contingent	0	0	0	0	0
<b>Total:</b>		<b>3,640</b>	<b>3,500</b>	<b>4,584</b>	<b>6,852</b>	<b>3,640</b>
403	Printing	1,808	2,000	2,000	4,000	1,808
405	Postage	1,665	2,000	2,000	6,500	1,665
408	Rental of Equipment	400	0	0	0	400
413	Professional Fees	0	0	0	2,000	0
416	Advertising	7,570	4,916	4,916	6,500	7,570
419	Miscellaneous	554	0	0	1,000	554
424	Maint. Off. Equip.	168	504	504	1,000	168
425	Subscr. & Publ.	0	0	0	1,000	0
436	Tuition/Bd/Travel	15	0	0	2,500	15
440	Photocopy Expense	0	0	0	0	0
497	Contingent	0	0	0	0	0
499	Dues	600	380	380	1,300	600
<b>Total:</b>		<b>12,780</b>	<b>9,800</b>	<b>9,800</b>	<b>25,800</b>	<b>12,780</b>
<b>ORGANIZATION TOTAL:</b>		<b>596,184</b>	<b>595,103</b>	<b>597,187</b>	<b>617,947</b>	<b>532,020</b>

*DEPARTMENT: OFFICE SERVICES*  
*ORGANIZATION: 1681*

*AGENCY: FINANCE*  
*FISCAL YR: 2011*

### NARRATIVE DESCRIPTION

Office Services is responsible for the following areas:

**TELECOMMUNICATIONS** – Telecommunications is undergoing a revolution. In this new industrial age of information, a municipality must take advantage of this technology to better serve its citizens or be passed by. Yonkers has begun a program to accomplish this.

**RECORDS MANAGEMENT** – The Records Management Center is striving to become the City's central records center set up in conformance with SARA (NY State Archive & Records Agency) guidelines. SARA is not only a grant funding source but establishes operational guidelines for records that are growing more important to municipalities needing to meet the demands of today's more complex world.

**PRINT SHOP** – The print shop is responsible for the City's printing inhouse needs.

**MAILROOM** – In order to better serve the needs of the City's staff the mailroom has been going through a significant transition. The mailroom space has been reconfigured, major equipment replaced and upgraded, and staffing enhanced.

DEPARTMENT: OFFICE SERVICES  
 AGENCY: 010  
 ORGANIZATION NO.: 1681

CITY FUNDED POSITIONS

POSITION	GRADE	BARGAINING UNIT	FY 2009 ADOPTED	FY 2010 ADOPTED	FY 2010 CURRENT	FY 2011 REQUEST	FY 2011 EXECUTIVE
DIRECTOR OF OFFICE SERVICES	13	A	1	1	1	1	1
ASSISTANT TO THE MAYOR	5	A	0	0	0	0	0
RECORDS CONTROL SUPERVISOR	8	B	1	1	1	1	1
MAILROOM CLERK I	5	B	1	1	1	1	1
MAILROOM AIDE	4	B	1	1	1	1	1
RECORDS RETENTION CLERK	4	B	0	0	0	0	0
CLERK I	3	B	2	2	2	2	2
SENIOR REPRODUCTION SYSTEM OPERATOR	DPK	D	1	1	1	1	1
OFFICE SERVICES MANAGER	6	D	1	1	1	1	1
SR. VIDEO TECHNICIAN	4	D	2	2	2	2	2
TELEVISION STATION MGR.	5	D	1	1	1	1	1
REPR. SYSTEM OPERATOR	DPC	D	1	1	1	1	1
TOTAL			12	12	12	12	12

TOTAL PERSONNEL IN BARGAINING UNITS	
A = NON UNION	1
B = SEIU	5
C = AFSCME	
D = LOCAL 456	6
E = PBA	
F = LOCAL 628	
G = CLS	
H = UFOA	

**Department:** Office Services  
**Agency:** 010  
**Organization #:** 1681

The City of Yonkers  
 Finance & Management

#	Account	FY 2009 Actual	FY 2010 Adopted	FY 2010 Current	FY 2011 Requested	FY 2011 Executive
101	Salaries	753,775	769,463	769,463	775,121	775,121
103	Temporary Services	4,741	10,000	10,000	10,000	4,741
125	Contractual Benefits	1,700	1,700	1,700	1,700	1,700
184	Inc Sick Red	0	1,250	1,250	1,250	0
198	Wages O.T.	238	1,000	1,000	1,000	238
<b>Total:</b>		<b>760,454</b>	<b>783,413</b>	<b>783,413</b>	<b>789,071</b>	<b>781,800</b>
250	Other Equipment	0	0	0	0	0
<b>Total:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
301	Office Supplies	7,514	7,500	8,356	10,000	7,514
313	Miscellaneous Supplies	0	0	0	0	0
390	Program Supplies	2,047	5,000	9,913	7,500	2,047
397	Contingent	0	0	0	0	0
<b>Total:</b>		<b>9,561</b>	<b>12,500</b>	<b>18,269</b>	<b>17,500</b>	<b>9,561</b>
402	Telephone	875,275	960,000	1,056,500	965,000	875,275
405	Postage	212	250	250	250	212
407	Maintenance & Repair	0	0	0	0	0
408	Equipment Rental	14,494	19,000	21,381	19,000	14,494
416	Advertising	0	0	0	0	0
419	Miscellaneous Expense	76	1,000	1,000	1,000	76
420	Communication Repairs	329	1,000	1,000	1,000	329
423	Meal Allowance	0	0	0	0	0
424	Maint. Office Equipment	12,973	15,000	15,069	15,000	12,973
425	Subs./ Publications	0	0	0	0	0
436	Tuition/Bd/Travel	0	0	0	0	0
440	Photocopy	131,008	111,000	149,993	150,000	100,000
441	Mobile Communications	(21,366)	18,000	20,399	18,000	9,000
442	Rental of Comm. Equip.	1,575	5,000	5,000	5,000	1,575
497	Contingent	0	0	0	0	0
<b>Total:</b>		<b>1,014,574</b>	<b>1,130,250</b>	<b>1,270,592</b>	<b>1,174,250</b>	<b>1,093,944</b>
<b>ORGANIZATION TOTAL:</b>		<b>1,784,591</b>	<b>1,926,163</b>	<b>2,052,274</b>	<b>1,980,321</b>	<b>1,885,295</b>



*DEPARTMENT: PARKING VIOLATIONS BUREAU*

*ORGANIZATION: 1350*

*AGENCY: FINANCE*

*FISCAL YR: 2011*

### NARRATIVE DESCRIPTION

The Yonkers Parking Violations Bureau was created as an “administrative tribunal” and opened its doors April 1, 1991.

The PVB is responsible for providing fair and equitable disposition of tickets written by several agencies: The Yonkers Police Department, the Parking Enforcement Officers and the Yonkers Parking Authority are the main three.

In addition to parking ticket issuance, the PVB is responsible for the enforcement of all City parking regulations. The Bureau also provides information and responds to inquiries from the public, collects amounts due (both in house and through the Internet) and provides hearings both in person and by mail for those who wish to contest any ticket issued.

Additionally the PVB issues and maintains the records for handicapped parking permits and residential parking permits in approved areas.

**DEPARTMENT:** PARKING VIOLATIONS BUREAU  
**AGENCY:** 010  
**ORGANIZATION NO.:** 1350

CITY FUNDED POSITIONS

POSITION	GRADE	BARGAINING UNIT	FY 2009 ADOPTED	FY 2010 ADOPTED	FY 2010 CURRENT	FY 2011 REQUEST	FY 2011 EXECUTIVE
DEPUTY COMMISSIONER OF FINANCE & MGT. SERVICES	13	A	1	1	1	1	1
DIRECTOR OF PARKING VIOLATIONS	9	A	1	1	1	1	1
DEPUTY DIRECTOR CODE ENFORCEMENT	9	A	0	0	0	0	0
MGR. PARKING & CODE ENFORCEMENT	6	A	0	0	0	0	0
SR. SPECIAL PROJECTS COORDINATOR	6	A	1	1	1	1	1
PROGRAM COORDINATOR	5	A	1	1	1	1	1
ASSISTANT TO EXEC. DIRECTOR	4	A	0	0	0	0	0
SECRETARY TO DPTY COMM. FINANCE	4	A	1	1	1	1	1
CLERK I / TYPIST/DATA ENTRY	5	B	2	2	2	2	2
CLERK I SPANISH SPEAKING	5	B	1	1	1	1	1
CLERK II SPANISH SPEAKING	8	B	2	2	2	2	2
SUPERVISING ENFORCE. CLERK	10	B	1	1	1	1	1
ENFORCEMENT CLERK	9	B	4	4	4	4	5
HEAD CASHIER	10	B	1	1	1	1	1
COMPUTER OPERATOR	7	B	0	0	0	0	0
CONSTITUENT SERVICES REP	9	B	1	1	1	1	1
CASHIER	7	B	1	1	1	1	1
PUBLIC & COMMTY AFFAIRS ASSIST	6	B	0	0	0	0	0
FISCAL OFFICER	7	D	2	2	2	2	2
PARKING ENFORCEMENT SUPER.	DPL	D	2	2	2	2	3
PARKING ENFORCEMENT OFFICER	DPH	D	10	11	11	11	11
TOTAL			32	33	33	33	35

TOTAL PERSONNEL IN BARGAINING UNITS	
A = NON UNION	5
B = SEIU	14
C = AFSCME	
D = LOCAL 456	16
E = PBA	
F = LOCAL 628	
G = CLS	
H = UFOA	

**Department:** *Parking Violations Bureau*  
**Agency:** *010*  
**Organization #:** *1350*

*The City of Yonkers*  
*Finance & Management*

#	Account	FY 2009 Actual	FY 2010 Adopted	FY 2010 Current	FY 2011 Requested	FY 2011 Executive
101	Salaries	2,258,605	2,360,396	2,360,396	2,373,979	2,509,560
103	Temp Svcs.	91,338	40,000	40,000	70,000	30,939
125	Contractual Benefits	10,619	12,000	12,000	12,000	11,900
150	Termination Pay	8911	0	0	0	0
183	Night Differential	19,710	16,000	16,000	16,000	16,000
184	Inc-Sick Leave Reduction	6,504	3,000	3,000	3,000	4,000
198	Wages O.T.	65,742	40,000	40,000	40,000	20,000
<b>Total:</b>		<b>2,461,429</b>	<b>2,471,396</b>	<b>2,471,396</b>	<b>2,514,979</b>	<b>2,592,399</b>
220	Office Equip.	0	0	0	0	0
<b>Total:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
301	Office Supplies	6,177	6,500	6,500	6,500	6,500
307	Automobile Supplies	1,712	786	786	786	786
308	Wearing Apparel	148	700	700	700	700
318	Photographic Supplies	0	0	0	0	0
319	Badges/Insignias	0	0	0	0	0
383	Data Proc. Supplies	5,119	0	0	0	0
397	Contingent	0	0	0	0	0
<b>Total:</b>		<b>13,156</b>	<b>7,986</b>	<b>7,986</b>	<b>7,986</b>	<b>7,986</b>
402	Telephone	0	0	0	0	0
403	Printing	7,640	9,000	9,000	9,000	7,640
405	Postage	42,017	40,000	40,000	50,000	42,017
407	Maint. & Repair	1,345	0	0	0	1,345
413	Prof. Fees	337,334	267,000	442,323	339,000	337,334
419	Misc. Expense	0	0	0	0	0
423	Meal Allowance	0	500	500	500	0
436	Tuition/Bd/Travel	69	0	0	1,000	69
497	Contingent	0	0	0	0	0
499	Dues	775	0	0	500	775
<b>Total:</b>		<b>389,180</b>	<b>316,500</b>	<b>491,823</b>	<b>400,000</b>	<b>389,180</b>
<b>ORGANIZATION TOTAL:</b>		<b>2,851,575</b>	<b>2,795,896</b>	<b>2,971,205</b>	<b>2,922,965</b>	<b>2,989,565</b>

**DEPARTMENT: BUREAU OF ENFORCEMENT**  
**ORGANIZATION: 1351**

**AGENCY: FINANCE**  
**FISCAL YR: 2011**

### **NARRATIVE DESCRIPTION**

The Bureau is responsible for insuring compliance with the Yonkers City Code specifically as it relates to sanitation and other violations through the education of the public and issuance of appearance tickets and warnings as necessary. Code Enforcement Bureau responds to complaints from the public and also interacts with other agencies and community based organization. For Fiscal Year 2011, this department has been eliminated. The function will be incorporated into Parking Violations Bureau.

**DEPARTMENT:** BUREAU OF ENFORCEMENT  
**AGENCY:** 010  
**ORGANIZATION NO.:** 1351

CITY FUNDED POSITIONS

POSITION	GRADE	BARGAINING UNIT	FY 2009 ADOPTED	FY 2010 ADOPTED	FY 2010 CURRENT	FY 2011 REQUEST	FY 2011 EXECUTIVE
DEPUTY DIRECTOR							
CODE ENFORCEMENT	9	A	1	1	1	1	0
SR. SPECIAL PROJECTS COORDINATOR	6	A	1	1	1	1	0
SPECIAL PROJECTS COORDINATOR	2	A	0	0	0	0	0
MAILROOM CLERK	5	B	0	0	0	0	0
CLERK I	5	B	1	0	0	0	0
CLERK II	6	B	1	1	1	1	0
ENFORCEMENT CLERK	9	B	0	1	1	1	0
PARKING ENFORCEMENT SUPER.	DPL	D	1	1	1	1	0
SANITATION							
ENFORCEMENT OFFICER	DPH	D	3	3	3	3	0
<b>TOTAL</b>			<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>0</b>

TOTAL PERSONNEL IN BARGAINING UNITS	
A = NON UNION	0
B = SEIU	0
C = AFSCME	
D = LOCAL 456	0
E = PBA	
F = LOCAL 628	
G = CLS	
H = UFOA	

Department: Bureau of Enforcement  
 Agency: 010  
 Organization #: 1351

The City of Yonkers  
 Finance & Management

#	Account	FY 2009 Actual	FY 2010 Adopted	FY 2010 Current	FY 2011 Requested	FY 2011 Executive
101	Salaries	546,646	566,751	566,751	570,062	0
103	Temp Svcs.	10,855	0	0	20,000	0
125	Contractual Benefits	3,400	3,500	3,500	3,500	0
183	Night Differential	1,141	1,500	1,500	1,500	0
184	Inc-Sick Leave Reduction	2,470	1,000	1,000	1,000	0
198	Wages O.T.	3,808	0	0	0	0
<b>Total:</b>		<b>568,320</b>	<b>572,751</b>	<b>572,751</b>	<b>596,062</b>	<b>0</b>
230	Motor Vehicles	0	0	0	0	0
250	Other Equip.	0	0	0	0	0
<b>Total:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
301	Office Supplies	1,486	1,663	1,663	1,600	0
308	Wearing Apparel	0	300	300	300	0
318	Photographic Supplies	0	0	0	400	0
319	Badges/Insignias	0	0	0	0	0
383	Data Proc. Supplies	0	0	0	0	0
397	Contingent	0	0	0	0	0
<b>Total:</b>		<b>1,486</b>	<b>1,963</b>	<b>1,963</b>	<b>2,300</b>	<b>0</b>
403	Printing	1,659	3,000	3,000	3,000	0
405	Postage	3,320	3,500	3,500	3,500	0
407	Maint. & Repair	58	0	0	0	0
413	Prof. Fees	5,542	3,500	4,528	6,000	0
419	Misc. Expense	39	0	0	0	0
436	Tuition/Bd/Travel	0	0	0	0	0
497	Contingent	0	0	0	0	0
499	Dues	0	0	0	0	0
<b>Total:</b>		<b>10,618</b>	<b>10,000</b>	<b>11,028</b>	<b>12,500</b>	<b>0</b>
<b>ORGANIZATION TOTAL:</b>		<b>580,424</b>	<b>584,714</b>	<b>583,779</b>	<b>610,862</b>	<b>0</b>

*DEPARTMENT: CONSUMER PROTECTION  
ORGANIZATION: 6610*

*AGENCY: FINANCE  
FISCAL YR: 2011*

### NARRATIVE DESCRIPTION

The Consumer Protection Bureau provides a health and safety service to the public. Through a dedicated staff the Bureau maintains a high standard in the marketplace, in order to protect the rights of the consumer. The office focuses on establishing a confident environment where consumers can know which businesses will treat them honestly and fairly. This effort is achieved through:

**Testing, Examining, and Sealing** – As recommended by the National Bureau of Standards of the NYS Department of Agriculture and Markets Law the bureau inspectors examine, test and seal all weighing and measuring devices found in supermarkets, delis, jewelry stores, laundromats, and cleaning establishments. They also check expiration dates, net weight, and the labeling of items sold in retail establishments. The sale of solid fuel, petroleum products, gasoline, propane and the delivery of fuel oil is also tested and approved by our inspectors. In total approximately 1000 scales and 300 pumps are examined each year.

**Licensing** – The Bureau issues over 2300 licenses per year to businesses in the City. They include home improvement contractors, food vendors, peddlers, general vendors, home, commercial, non-commercial solicitors, transient businesses, cabarets, movie theatres, auctions, auctioneers, sidewalk and end-of business sales, pawnbrokers, pay phones, amusement devices, laundromats and others in order to protect consumers.

**Consumer Complaint Investigation** – Each year approximately 200 complaints are investigated and disputes are mediated between consumers and businesses. Investigations often lead to the uncovering of false or misleading advertisements and unconscionable trade practices conducted by some merchants. Stopping these kinds of business practices that prey on our consumers is a priority of this bureau.

**Enforcement** – Through an administrative code enforcement process, hearings are scheduled and adjudication of violations is handled by the Director. Fines and court appearances are sanctioned for individuals that violate the penal code.

**Consumer Information and Education** – The office makes recommendations, conducts research and develops programs for consumer education and protection. In consultation with other departments and agencies, federal and state officials, commercial and business interest, the bureau facilitates the exchange and dissemination of information relating to consumer protection.

**DEPARTMENT:** CONSUMER PROTECTION  
**AGENCY:** 010  
**ORGANIZATION NO.:** 6610

CITY FUNDED POSITIONS

POSITION	GRADE	BARGAINING UNIT	FY 2009 ADOPTED	FY 2010 ADOPTED	FY 2010 CURRENT	FY 2011 REQUEST	FY 2011 EXECUTIVE
CHIEF FISCAL PLANNING OFFICER	12	A	0	0	0	0	0
DIR. CONSUMER PROTECTION	10	A	1	1	1	1	1
SPECIAL PROJECTS COORDINATOR	2	A	0	0	0	0	0
CLERK II	7	B	1	1	1	1	1
INSPECTOR OF WEIGHTS & MEASURES	8	B	2	1	1	1	1
CONSUMER PROTECTION INSPECTOR TRAINEE	7		0	1	1	1	0
ENFORCEMENT CLERK	9	B	1	1	1	1	1
TOTAL			5	5	5	5	4

TOTAL PERSONNEL IN BARGAINING UNITS	
A = NON UNION	1
B = SEIU	3
C = AFSCME	
D = LOCAL 456	
E = PBA	
F = LOCAL 628	
G = CLS	
H = UFOA	



**Department:** Consumer Protection  
**Agency:** 010  
**Organization #:** 6610

The City of Yonkers  
 Finance & Management

#	Account	FY 2009 Actual	FY 2010 Adopted	FY 2010 Current	FY 2011 Requested	FY 2011 Executive
101	Salaries	293,088	349,187	349,187	341,621	284,914
103	Temp Svcs.	6,002	20,000	20,000	35,000	10,000
198	Wages O.T.	1,253	0	0	0	0
<b>Total:</b>		<b>300,343</b>	<b>369,187</b>	<b>369,187</b>	<b>376,621</b>	<b>294,914</b>
210	Furniture/Furnishings	0	0	0	0	0
220	Office Equipment	0	0	0	0	0
230	Motor Vehicles	0	0	0	0	0
250	Other Equipment	0	0	0	0	0
<b>Total:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
301	Office Supplies	1,000	1,000	1,000	1,000	1,000
308	Wearing Apparel	0	100	100	100	100
312	Hardware	299	250	250	250	250
313	Misc. Supplies	300	300	300	300	300
318	Photo Supply	220	120	120	120	120
319	Badges and Insignias	0	0	0	0	0
397	Contingent	0	0	0	0	0
<b>Total:</b>		<b>1,819</b>	<b>1,770</b>	<b>1,770</b>	<b>1,770</b>	<b>1,770</b>
402	Telephone	0	0	0	0	0
403	Printing	114	925	925	925	114
405	Postage	6,324	4,000	4,000	4,000	6,324
410	Mileage Allowance	0	0	0	0	0
413	Professional Fees	5,836	6,500	10,440	6,500	5,836
416	Advertising	0	0	0	0	0
424	Maint. Off. Equip.	186	400	400	400	186
425	Subscr. & Publ.	286	300	300	300	286
436	Tuition/Bd/Travel	0	0	0	0	0
440	Photocopy	0	0	0	0	0
497	Contingent	0	0	0	0	0
499	Dues	75	75	75	75	75
<b>Total:</b>		<b>12,621</b>	<b>12,200</b>	<b>16,140</b>	<b>12,200</b>	<b>12,621</b>
<b>ORGANIZATION TOTAL:</b>		<b>314,964</b>	<b>383,157</b>	<b>385,037</b>	<b>388,821</b>	<b>307,535</b>

**DEPARTMENT: ASSESSMENT**  
**ORGANIZATION: 1355**

**AGENCY: FINANCE**  
**FISCAL YR: 2011**

### **NARRATIVE DESCRIPTION**

The City of Yonkers Assessment Department is a team of appraisal, technical and administrative professionals, responsible for establishing the assessed value for all property within our municipal boundaries. As property tax professionals...

- The Assessment Department produces an annual Assessment Roll and tax maps reflecting changes in property condition, ownership, boundaries and exemption status.
- The Department strives to minimize revenue losses resulting from Board of Assessment Review, Small Claims Assessment Review and Certiorari challenges.
- The Department provides property information and tax liability analyses to the general public, private industry and governmental entities.

By performing these functions within the confines of NYS Real Property Tax Law and the Administrative Code of the City of Yonkers, the Yonkers Assessment Department establishes the city's largest annual revenue source.

**DEPARTMENT:** ASSESSMENT  
**AGENCY:** 010  
**ORGANIZATION NO.:** 1355

CITY FUNDED POSITIONS

POSITION	GRADE	BARGAINING UNIT	FY 2009 ADOPTED	FY 2010 ADOPTED	FY 2010 CURRENT	FY 2011 REQUEST	FY 2011 EXECUTIVE
CITY ASSESSOR	12	A	1	1	1	1	1
ASSISTANT CITY ASSESSOR	7	A	1	1	1	1	1
REAL PROPERTY APPRAISER SUPV	6	A	0	0	0	0	0
SENIOR APPRAISER	5	A	3	3	3	3	3
SENIOR REAL PROPERTY MAPPER	4	A	1	1	1	1	1
SECRETARY TO ASSESSOR	3	D	1	1	1	1	1
REAL PROPERTY APPRAISER	10	B	3	3	3	3	3
ASSESSMENT CLERK	7	B	1	1	1	1	1
REAL PROPERTY APPRAISER AIDE	9	B	1	1	1	1	0
CLERK I DATA ENTRY	4	B	1	1	1	1	1
TOTAL			13	13	13	13	12

TOTAL PERSONNEL IN BARGAINING UNITS	
A - NON UNION	6
B - SEIU	5
C - AFSCME	
D - LOCAL 456	1
E - PBA	
F - LOCAL 628	
G - CLS	
H - UFOA	

**Department:** *Assessment*  
**Agency:** *010*  
**Organization #:** *1355*

*The City of Yonkers*  
*Finance & Management*

#	Account	FY 2009 Actual	FY 2010 Adopted	FY 2010 Current	FY 2011 Requested	FY 2011 Executive
101	Salaries	924,643	913,915	913,915	938,000	872,600
103	Temp Svcs.	28,832	26,500	26,500	26,500	26,500
150	Termination Pay	0	0	0	0	0
198	Wages O.T.	0	0	0	0	0
<b>Total</b>		<b>953,475</b>	<b>940,415</b>	<b>940,415</b>	<b>964,500</b>	<b>899,100</b>
210	Furniture	0	0	0	0	0
220	Office Equipment	0	0	0	0	0
230	Motor Vehicles	0	0	0	0	0
<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
301	Office Supplies	6,776	4,300	5,117	4,300	5,117
318	Photographic Supplies	0	0	0	0	0
380	Audio-Visual Supplies	0	0	0	0	0
383	Data Process Suppl.	930	2,100	2,100	2,500	2,100
397	Contingent	0	0	0	0	0
<b>Total</b>		<b>7,706</b>	<b>6,400</b>	<b>7,217</b>	<b>6,800</b>	<b>7,217</b>
403	Printing	300	1,000	1,000	1,200	300
405	Postage	8,568	7,900	7,900	8,200	7,341
410	Mileage Allowance	0	0	0	0	0
413	Professional fees	5,728	7,500	7,500	12,000	5,728
419	Misc. Expense	206	500	500	500	206
423	Meal Allowance	69	0	0	0	69
424	Maint. Off. Equip.	766	1,000	1,000	1,000	766
425	Subscr. & Publ.	992	1,000	1,000	1,200	992
436	Tuition/Bd/Travel	1,914	2,000	2,000	2,000	1,914
440	Photocopy Expense	700	1,000	1,000	1,000	700
497	Contingent	0	0	0	0	0
499	Dues	672	1,250	1,250	1,500	672
<b>Total</b>		<b>18,916</b>	<b>23,150</b>	<b>23,150</b>	<b>28,600</b>	<b>18,691</b>
<b>ORGANIZATION TOTAL</b>		<b>981,096</b>	<b>969,965</b>	<b>970,782</b>	<b>999,900</b>	<b>925,015</b>